

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MINUTES
1400 E. WASHINGTON AVENUE, MADISON, WI
September 29, 2000**

PRESENT: Nancy Gerrard, Ron Hanson, and Lloyd Levin and Paul Hoffman (by telephone)

EXCUSED: Janet Byrne, Laurie Francis and Sue Hamer

STAFF PRESENT: Clete Hansen and Jan Neitzel

CALL TO ORDER

The meeting was called to order at 12:33 p.m. by Nancy Gerrard, Chair.

ADOPTION OF AGENDA

MOTION: Lloyd Levin moved, seconded by Ron Hanson, to adopt the agenda as published. Motion carried unanimously.

MINUTES (7/27/00)

MOTION: Paul Hoffman moved, seconded by Lloyd Levin, to approve the minutes as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Council Roster

The Council received the August 2000 roster. Noted.

CONTINUING EDUCATION COURSES FOR THE 2001-2002 LICENSING BIENNIUM

MOTION: Lloyd Levin moved, seconded by Ron Hanson, to approve the general content and format of the curriculum as presented. Motion carried unanimously.

The Council discussed the instructions to schools concerning Roman numerals in the course outlines that must be covered when presenting a course.

MOTION: Lloyd Levin moved, seconded by Ron Hanson, to grant the authority to the schools to determine which of the Roman numerals they feel need to be covered for courses one and three. Motion carried unanimously.

MOTION: Lloyd Levin moved, seconded by Ron Hanson, that schools must cover all content items preceded by a Roman numeral for course two. The bullets are optional. Motion carried unanimously.

MOTION: Lloyd Levin moved, seconded by Ron Hanson, that schools may cover any or all of the topics preceded by a Roman numeral. Motion did not pass.

The council discussed each of the Roman numerals and amended the motion.

MOTION: Ron Hanson moved, seconded by Lloyd Levin, to require that Roman numerals I and II are mandatory and III and IV are optional for course four. Motion carried unanimously.

The Council discussed the coverage of electives.

MOTION: Lloyd Levin moved, seconded by Ron Hanson, to approve 4 other general topical areas as electives for course four, which are to include: supervising broker, commercial, property management, and rural farm/vacant land. The contents of these electives may be determined by approved schools. Motion carried

CONTINUING EDUCATION TEST-OUT EXAM (JULY 1, 2001 TO JUNE 30, 2002)

Barb Showers said that 15 questions from each course need to be submitted to PSI. Dr. Showers stated that the deadline for submitting to PSI is early- to mid-December.

Clete Hansen stated that Sue Hamer, Rich Staff and he will each highlight what they feel are important areas that need to be covered in the test. They will then meet and determine which areas will be included in the 15 questions. Casey Brown will develop an outline, incorporating the highlighted areas to be submitted to PSI.

MOTION: Ron Hanson moved, seconded by Paul Hoffman, to affirm that the Council requests the subcommittee to review the material for the test and return within 3-4 weeks with the areas highlighted that each of them feels should be included on the test. Motion carried unanimously.

The Council discussed the receipt of earnest money and the necessity of documenting at the time of receipt and confirming receipt by written confirmation to all involved parties.

MOTION: Ron Hanson moved, seconded by Lloyd Levin, to amend Roman numeral VII to require confirmation of receipt of earnest money to relevant parties. Motion carried unanimously.

OTHER EXAMINATION AND EDUCATIONAL ISSUES RAISED BY COUNCIL MEMBERS

None.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

The Council received a copy of the September 26, 2000, memo from Clete Hansen relating to earnest money.

NEW BUSINESS

None.

NEXT MEETING

The Council agreed to approve the test-out information with a teleconference.

ADJOURNMENT

MOTION: Ron Hanson moved, seconded by Lloyd Levin, to adjourn the meeting at 1:13 p.m. Motion carried unanimously.